



Procurement and Contracts
Business Unit # 320AD
Purchase Order # 23-0004052

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Payment Terms: N/A **Freight Terms:** N/A **Ship Via:** N/A **PCC:** S **PO Date:** 06/05/2023 **PO End Date:** **PO Method:** RP **Dispatch:** Dispatch Via Print **Rev Dt:**

PLEASE NOTE: ADDITIONAL TERMS AND CONDITIONS MAY BE LISTED AT THE END OF THE PURCHASE ORDER.

Vendor: SHERRY MATTHEWS INC
DBA SHERRY MATTHEWS GROUP
200 S CONGRESS AVE
AUSTIN TX 78704-1219
United States

Ship To: Texas Workforce Commission
101 E 15TH ST
RM 665
AUSTIN TX 78778-0001
United States

Bill To: APPO@twc.texas.gov or
Texas Workforce Commission
101 E 15TH ST
RM 470
AUSTIN TX 78778-0001
United States

Vendor ID: 1742297338 001

Purchaser: Sonya S Bebley

Phone: (737) 400-5694

Fax:

Email: Sonya.Bebley@twc.texas.gov

TWC Prefers Electronic Submission

PO Information:

TWC Purchase Order for the goods or services listed in this Document in response to solicitation 3202200173. Reference Contract #3123ADM034

This purchase is according to Delegated purchases exceeding \$25,000 per 34 Texas Administrative Code § 20.82 and Texas Gov't Code, Chapter 2156.121 - 2156.127

Term of the Contract Service :Term of Service: Sept 29, 2022 to May 31, 2025
Terms and Conditions dated 8/8/2022 referenced.

TWC CONTRACT MONITOR -

NAME: Amy Landrum
PHONE: 512-936-3352
EMAIL: Amy.landrum@twc.texas.gov

VENDOR CONTACT -

NAME: Wardaleen Belvin
PHONE: 512-478-4397
EMAIL: wbelvin@sherrymatthews.com

Submit invoices via email to APPO@twc.texas.gov and the Contract Monitor listed above. PDF or Word Documents only are accepted. All Invoices must include reference to TWC Internal PO.

Change orders will be allowed only if unforeseen conditions arise such as, but not limited to, increasing or decreasing quantities or if the department needs dictate changes. All changes must be in the scope of original work. No verbal change orders will be permitted. All change orders must be in writing with a Purchase Order Change Notice (POCN) issued by Procurement Contract Services.

Ship to Comments:

Budget: Cost Center: Agency Indirect: 8099

Authorized Signature

Sonya Bebley, CTCD, CTCM

Sonya Bebley, CTCD, CTCM

06/05/2023



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Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	Develop Crisis Communications Training Content	13035	915/22	1.0000	LOT	\$18,265.50000	\$18,265.50	06/05/2023
							Schedule Total	\$18,265.50
Develop Crisis Communications Training Content - The training presentation should cover industry standard topics including crisis media coverage, the timing of a crisis news cycle, bridging and flagging techniques and video examples, and tips specific or relevant to state government crisis coverage and response.								
								Item Total for Line # 1
								\$18,265.50
Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
2-1	Conduct Crisis Communications Training Sessions One and Two	13035	915/22	1.0000	LOT	\$11,880.00000	\$11,880.00	06/05/2023
							Schedule Total	\$11,880.00
Conduct Crisis Communications Training Session One- Conduct a training session providing crisis communication training and coaching around message development. Conduct Crisis Communications Training Session Two- Conduct a training session presenting a crisis communication drill with mock media interviews.								
								Item Total for Line # 2
								\$11,880.00
Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
3-1	Develop and submit monthly activity reports and invoices	13035	915/22	1.0000	LOT	\$2,227.50000	\$2,227.50	06/05/2023
							Schedule Total	\$2,227.50
Develop and submit monthly activity reports and invoices								
								Item Total for Line # 3
								\$2,227.50
Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
4-1	10% Holdback - Agency Indirect	13035	915/22	1.0000	LOT	\$3,597.00000	\$3,597.00	06/05/2023
							Schedule Total	\$3,597.00
10% - Holdback - Agency Indirect								
								Item Total for Line # 4
								\$3,597.00

Total PO Amount \$35,970.00

All Shipments, Shipping papers, invoices and correspondence must be identified with our Purchase Order Number. Over shipments will not be accepted unless authorized by Purchaser prior to Shipment.

Authorized Signature

Sonya Bebley, CTCD, CTCM

Sonya Bebley, CTCD, CTCM

06/05/2023



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IMPORTANT CONDITIONS OF ORDER

This will be your authority to deliver, in accordance with instructions above and the terms of any existing contract agreement, accepted informal bid or quotation, the articles or services listed below. Containers, invoices and correspondence relative to this order must bear the purchase order number. Unless otherwise stipulated, freight charges are included in the unit price. If we previously agreed to pay transportation charges, shipments are to be made prepaid FOB destination and charges added to the invoice.

- * PAYMENT cannot be made until ALL items on this order are received, inspected and accepted unless we previously agreed to a partial payment.
- * ALL Invoices MUST match this PO by Line Number, Description, Quantity, Amount and include Delivery Date for Prompt Payment.
- * Purchase subject to TWC Terms and Conditions (Attachment I).

The State of Texas is exempt from all Federal Excise Taxes.

Tax Exempt ID -742764775.

STATE and CITY SALES TAX EXEMPTION CERTIFICATE: The undersigned claims an exemption from taxes under Texas Tax Code, Section 151.309(4), for purchase of tangible personal property described on this numbered order, purchased from contractor and/or shipper listed above, as this property is being secured for the exclusive use of the State of Texas.

Authorized Signature

Sonya Bebley, CTCD, CTCM

Sonya Bebley, CTCD, CTCM

06/05/2023